

## CHAPTER XII – Vehicle Operations

### 12/1 Vehicle Operations

**Note: The following Section pertains to all airports, except where indicated.**

#### 12/1.1 Use and Care of LAWA Police Vehicles

LAWA Police vehicles are City property provided for LAWA Police employees to accomplish their assigned tasks. Due to the number of hours of operation of each vehicle, coupled with a variety of personnel utilizing these vehicles, it is imperative that all personnel take personal responsibility for the care and maintenance of these vehicles.

It is the policy of LAWA Police that all assigned vehicles shall be properly cared for and serviced in a timely manner. Employees using vehicles shall ensure that they are kept clean and shall report all discrepancies to a supervisor as soon as practicable. Vehicles that are unsafe to use shall not be placed into service until properly inspected and released by designated authority.

#### A. Safety Inspection

##### 1. Start of Watch

a. At the start of each watch LAWA Police employees shall check the following items on their assigned vehicles to ensure that safe and efficient operating conditions exist:

- (1) Fuel, brakes, tires, steering gear and rear view mirrors.
- (2) Headlights, taillights, emergency lights, signal lights and reflectors.
- (3) Windshield wipers, siren, radio and P.A.
- (4) Other safety equipment, including seat belts and locks.

Employees shall also check the trunk area to see if any equipment is in need of repair, replacement or is missing.

b. Sworn officers assigned a marked patrol unit shall check the following areas for possible contraband or weapons at the beginning of watch:

- (1) The back seat, including the area under the seat;
- (2) Behind the back rear seat panel if the vehicle does not have molded seat; and,
- (3) Under both driver's and front passenger's seats.

A supervisor shall be immediately notified if any contraband or weapons are found during this inspection.

c. After vehicles have been properly inspected, employees shall note the results of the inspection on their Daily Field Activity Report.

##### 2. End of Watch

Sworn officers assigned a marked patrol unit shall check the following areas for possible contraband or weapons at the end of watch:

- a. The back seat, including the area under the seat;
- b. Behind the back rear seat panel if the vehicle does not have molded seat;
- c. Under both driver's and front passenger's seats.

**Note: This inspection should be performed especially if an arrestee(s) was transported as outlined in Section 11/5.2.A.**

A supervisor shall be immediately notified if any contraband or weapons are found during this inspection.

#### B. Operating Procedures

Vehicles shall be operated at all times as prescribed in the California State Vehicle Code.

##### 1. Unsafe Vehicle

When it is brought to the attention of a supervisor at LAWA/LAX that a LAWA Police vehicle is mechanically unsound or unsafe or necessary equipment is missing or damaged, the supervisor shall take appropriate action to ensure proper reports are made and forwarded to the Operations and Materials Unit for repair or maintenance.

At LAWA/VNY, these reports shall be forwarded to the Van Nuys Airport Construction and Maintenance garage facility.

##### 2. Interior Cleanliness

Each employee after using a vehicle shall remove trash or debris that has accumulated in the vehicle and ensure that the vehicle is in a clean condition.

##### 3. Reporting Missing Equipment

Any missing equipment in a LAWA Police vehicle shall be reported immediately to an on-duty supervisor, unless the driver has personal knowledge that the missing equipment has been previously reported.

##### 4. Locking Vehicles

Personnel shall be responsible for safeguarding the vehicle and equipment contained therein. Parked and unattended vehicles shall be properly secured and locked.

##### 5. Secure Idle System

The Secure Idle System allows officers to leave a patrol vehicle running with emergency equipment activated without the possibility of draining the battery. It prevents unauthorized entry into the vehicle while the system is activated and the officer is away from the vehicle.

All sworn officers assigned to a vehicle equipped with a secure idle system shall utilize this system.

This system shall not to be used while officers are on break, lunch, or any other type of activity not requiring the use of the system.

##### 6. Parking Brakes

All vehicles, when parked, shall have the parking brake engaged.

##### 7. Repairs

#### LAWA/LAX

Personnel discovering any damage or need for repairs shall, in addition to any other reports, complete a "Request for Service" form, and forward to the LAWA/LAX Desk Officer for proper routing.

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### LAWA/VNY and LAWA/PMD

Road worthy vehicles should be delivered to the Construction and Maintenance (C&M) yard for servicing; un-driveable vehicles shall be reported to the C&M yard for retrieval and repair.

### LAWA/ONT

Personnel discovering any damage or need for repairs shall, in addition to any other reports, complete a "Discrepancy Report" form, and forward it to the LAWA/ONT Police Records Clerk for proper routing.

#### 8. Refueling

The driver who has signed the vehicle out will be responsible for refueling the vehicle before he/she goes off duty. Vehicles shall not be returned with less than one-half a tank of gas.

No employee of the LAWA Police may drive an unassigned vehicle without authorization from an on-duty supervisor.

#### 9. Contaminated Vehicles

Whenever a suspect, passenger, or City employee releases bodily fluids, intentionally or unintentionally, in a LAWA Police vehicle, the vehicle operator shall immediately notify the Watch Commander, or his/her designee, of the incident.

- a. If the incident occurs on Day Watch, the Watch Commander, or his/her designee, shall have the vehicle operator transport the vehicle to the contract car wash for cleaning and detailing.
- b. If the incident occurs after hours, the vehicle shall be taken out of service and notification forwarded to the Day Watch Commander to have the vehicle cleaned and detailed.
- c. If the contract car wash is closed due to inclement weather, the vehicle shall remain out of service until it is decontaminated.

#### 12/1.2 Pushing Other Vehicles

LAWA Police vehicles are frequently called upon to push other vehicles. Push bars make this a safe and simple maneuver.

- A. Pushing a vehicle is to be done for the purpose of moving stalled or disabled vehicles from a hazardous location to a place of safety. Vehicles shall be pushed the shortest possible distance.
- B. Pushing another vehicle is not to be done if the LAWA Police vehicle is not equipped with a push bar. In such cases, a police vehicle equipped with a push bar shall be called to the scene when available.

Due to liability concerns, LAWA Police employees are not authorized to jump-start private vehicles with LAWA owned vehicles.

#### 12/1.3 Mandatory Seatbelt Usage

Per LAWA Administrative Manual Section 8.020, seat belts, when installed in a vehicle, shall be used while the vehicle is in operation.

### 12/1.4 Requests for LAWA Police Pool Vehicles

- A. Request for Use of LAWA Police Pool Vehicles
1. Employees who wish to use a LAWA Police pool vehicle to conduct City business shall:
  - a. Complete a Vehicle Reservation & Trip form
  - Reservations may be made up to three weeks in advance.
  - Pool vehicles may be checked out in 4-hour increments up to a maximum of 24 hours.
  - If a pool vehicle is required for an off-site event for a period longer than 24 hours, a copy of the training order or meeting notice shall be attached to this form.
  - Special requests for a certain size or specific purpose vehicles should also be stated in the comments section of the form.

**Note: Employee's requesting the use of LAWA Police Pool Vehicles at LAWA/ONT shall the make the request through their direct supervisor.**

- b. Forward the completed form to Operations and Materials Unit.

**Note: In the event that Operations and Materials personnel are unavailable, or after normal business hours, Airport Police Operations Center personnel shall be contacted to assist with the request.**

2. Operations and Materials Unit personnel shall:
  - a. Check the availability of a pool vehicle for the time and date needed;
  - b. Coordinate requests for specialized vehicles beyond those available in the pool fleet;
  - c. Issue pool vehicle keys to requesting employees;
- d. Record the date, time, and odometer reading of vehicles checked out and returned, and the employee's name and Section;
- e. Check the pool vehicle, upon return, for any damage.

**Note: Keys shall be issued from the Operations and Materials Unit office.**

3. Employees returning pool vehicles shall:
  - a. Return the vehicle keys to the Operations and Materials Unit office at the scheduled time of return;
  - b. Note the location the vehicle was parked on the Vehicle Reservation & Trip form.

**Note – Employees who fail to return vehicles within two hours of the scheduled return time without a valid reason may have future restrictions placed on them. Employees found driving pool vehicles without proper authorization and/or continuously fail to return vehicles within a timely manner may be subject to disciplinary action.**

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### B. Request for Use of LAWA Pool Vehicles

If no LAWA Police pool vehicles are available, employees shall notify their supervisor to request use of a LAWA pool vehicle. The supervisor shall make the request, in writing, to the Operations and Materials Unit supervisor, documenting the special circumstances surrounding the need for the vehicle. The Operations and Materials Unit supervisor shall review the request and, upon approval, shall arrange for the use of a LAWA pool vehicle.

**Note: Employee's requesting the use of LAWA Pool Vehicles at LAWA/ONT shall make the request through their direct supervisor. The request will then be forwarded to the Garage.**

**Note: This exception only applies while traveling to and from home to an assigned LAWA facility.**

#### b. Preventative Maintenance

Users are responsible for bringing their vehicles in for regularly scheduled preventative maintenance.

#### c. Parking Tickets

It is the responsibility of the user to pay for parking citations, including late fees and penalties. Parking ticket notifications mailed to the LAWA Police will be forwarded to the assigned user.

#### d. Proper Care and Use

Home-garaged vehicles should not be used to transport personal items including but not limited to: animals, construction material, gardening material, or other such items.

**Exception - Police Canine Handlers may utilize the home-garaged vehicle to transport assigned canines.**

#### e. Traffic Collision Reporting Requirements

Any traffic collision involving a home-garaged vehicle shall follow reporting requirements as outlined in Section 12/6.1.

### 12/1.5 Parking in the Aircraft Envelope

#### A. Information

The aircraft envelope area on the Air Operations Area is clearly marked and used for aircraft parking at the terminal gates.

#### B. Policy

LAWA Police employees shall not park within the aircraft envelope area at any time. Vehicles shall be parked in a designated parking stall or in an area that does not have the potential to block aircraft.

### C. Home-Garaged Marked Black and White Units, Motors Unit Motorcycles and Unmarked Units Assigned to Specialized Units

### 12/1.6 Home Garaging of LAWA Police Vehicles

#### A. Home Garaging Authority

Home garaging of City vehicles assigned to LAWA shall only be granted to Management level employees and those employees whose duties involve emergency work and are regularly subject to call, who have specific expertise and/or are required to work with special equipment, or who are assigned a specially equipped vehicle (other than a radio).

1. When not in use, all home-garaged marked black and white vehicles, marked motorcycles and unmarked units that carry weapons or special response equipment must be properly secured and/or garaged at the employee's residence in an area that is not readily viewable or accessible to the general public with adequate security to safeguard the vehicle and its contents.

#### B. Home-Garaging Employee's Responsibilities

**Note - Home-garaged unmarked vehicles that do not carry weapons or special response equipment are exempt from this requirement.**

##### 1. General

##### a. No Personal Use of Home-garaged Vehicles

#### 2. Weapons Storage

(1) Use of all home-garaged vehicles, excluding transportation to and from work, will be restricted to the performance of official duties. Personal use of home-garaged vehicles is prohibited.

a. Sworn personnel issued a duty shotgun shall store the shotgun locked in the rack system or alternate mounting of the vehicle or motorcycle as outlined in Section 7/2.13.B.5.d.

##### (2) Passengers

Persons riding as passengers in home-garaged vehicles shall be limited to:

b. Officers who are UPR certified shall store the duty UPR inside the carrying case and locked in the truck of their vehicle.

- LAWA Police personnel;

D. Violation of any home-garaging regulation will be grounds for discipline.

- Other City employees or persons conducting city business or engaged in LAWA/law enforcement activities, when it can be demonstrated that it is in the best interest of the City.

- Members of a LAWA-sponsored carpool if the home-garaging employee is a member of a carpool with other LAWA employees and is assigned an unmarked vehicle.

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### 12/1.7 Vehicle Committee

#### A. Mission Statement

The mission of the Vehicle Committee is to make recommendations to the Chief of Airport Police as well as Command Staff for the acquisition of vehicles, vehicle equipment, graphics, the testing and evaluation of new law enforcement vehicles, and the purchasing of additional and replacement vehicles in order to aid the Airport Police Division in the success of fulfilling its mission.

#### B. Policy

All issues related to vehicles, related equipment and testing and evaluation of vehicles shall be reviewed by the Vehicle Committee. The findings of the Committee shall be submitted in the form of recommendations, to the Assistant Chief, Support Services.

#### C. Procedures

##### 1. Committee Members

The Vehicle Committee shall consist of the following personnel:

- a. Commanding Officer, Patrol Services Section or designee (Chairperson)
- b. Assistant Commanding Officer, Patrol Services Section
- c. Fleet Manager, Logistics Unit
- d. Fiscal Support Unit Supervisor
- e. Motors Unit Supervisor
- f. Canine Unit Supervisor
- g. Watch 1 Field Training Officer
- h. CEU Officer
- i. SACU Watch 1 Training Officer
- j. TSS Watch 1 Supervisor
- k. CIPU/Critical Technology Supervisor
- l. Communications Unit Principal Communications Operator
- m. A representative from the Ontario Safety Division
- n. A representative from Field Maintenance garage
- o. A representative from IT (Information Technology)
- p. Any Captain or Assistant Chief who would like to attend the meeting

**Note - Vehicle Committee meetings may be attended by employee group representatives.**

##### 2. Agenda Procedures

Employees who wish to make a presentation to the Vehicle Committee shall submit an Employee's Report, no later than one week before the Vehicle Committee meeting, addressed to the Chairperson via chain of command. The report must outline the product to be presented, any vendor representatives that will be

present, and an estimation of the time needed for the presentation. Those who fail to follow this procedure will not be placed on the agenda.

##### 3. Meeting Protocol

The Chairperson or designee shall draft an agenda for the meeting. Upon completion of a presentation, a decision will be made to either submit a recommendation to the Chief about the product, request more information from the vendor, or reject the recommendation.

Upon completion of all presentations, the Chairperson may declare an open forum for discussion of future presentations.

##### 4. Schedule of Meetings

The Vehicle Committee shall meet quarterly or on an as need basis at the discretion of the Chairperson.

## 12/2 Transportation

### 12/2.1 Police Vehicles

#### A. Transporting of Civilian Personnel

Because of liability considerations, the following policy is established:

1. All personnel shall refrain from transporting civilian personnel in LAWA Police vehicles except victims, witnesses, suspects, LAWA employees, law enforcement officers or others engaged in the course of official business only.
2. Departing and arriving time and mileage checks shall be made through Communications whenever an officer(s) transports a person(s) of the opposite sex and is not accompanied by another officer of that person's same sex.

#### B. Unscheduled Non-Departmental Persons

When employees transport unscheduled non-Department persons, the following procedure shall be followed:

1. Notify Communications of the intent to transport, the purpose, and the destination.
2. Notify Communications of the departure and arrival. When transporting, employees will utilize the most direct route, unless traffic congestion or other circumstances indicate that the delay will be excessive.

#### C. Citizens

Citizens will be transported in Department vehicles only when necessary to accomplish a Department purpose. When an exception to this rule is believed necessary, employees will obtain approval to transport for non-police purposes from their immediate supervisor prior to performing the transportation service.

#### D. Injured Persons

City vehicles should not be used to transport injured persons from the scene of an injury to a hospital. An ambulance should be called. Exceptions may be made whenever the transporting employees or supervisor at the scene believes it necessary due to unusual or exigent circumstances.

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### E. Transporting Employees in Police Vehicles Equipped with Cages

For safety reasons, LAWA employees shall not be transported in the rear seat of patrol vehicles equipped with cages. Only those individuals classified as a suspect or arrestee shall be transported in the back seat of these vehicles. In the event that a second officer is involved in the custody, he/she shall ride in the front passenger seat only.

### F. Use of City Vehicles for Code 7

Employees assigned to field duties may retain use of their assigned city vehicle for transportation during their lunch break (Code 7) provided that use is limited to the area within patrol boundaries contained in Section 2/5.1 or as otherwise approved by a supervisor on a case by case basis (i.e., stopping at a restaurant located along the direct route to or from a booking facility or court, etc.).

### 12/3 Privately Owned Vehicles

#### 12/3.1 While on-duty

The use of privately owned vehicles traveling to and from duty stations at LAWA is prohibited in order to avoid insurance coverage conflicts, unless the vehicle is an authorized LAWA mileage vehicle.

#### 12/3.2 Rental Vehicles

Rental cars are intended for use by officers or investigators when the use of marked City vehicles may compromise criminal or administrative investigations.

##### A. Policy

The following apply to rental vehicles:

1. Vehicles are not to be used for personal business or taken home for any reason.  
**Note: Approved meal breaks may be taken in accordance with the same procedures applicable to LAWA Police patrol City vehicles.**
2. Vehicles are not to leave airport property or jurisdiction (see Section 2/5.1 A for Airport boundaries) without supervisory approval.
3. The rental of vehicles must be requested by the officers, approved by the Watch Commander (or detail supervisor) and the Chief of Airport Police.
4. Rental vehicles shall not be used in pursuits.
5. Rental vehicles shall not be used on the AOA unless escorted.
6. No rental vehicle shall be authorized for use for a period longer than one (1) week.

### 12/4 Specialized Vehicles

#### 12/4.1 Policy

The LAWA Police maintains special purpose vehicles for use in emergency situations and patrol where conditions or special circumstances require. They contain special equipment designed to assist police officers in unusual situations and conditions.

##### A. General.

Prior to using a special purpose vehicles, officers and supervisors shall receive training on the safe and proper operation of that vehicle from the Training Unit. This training shall be updated periodically.

##### 1. 4x4 All Terrain Vehicle.

The All-Terrain Vehicle shall routinely be assigned to Field Perimeter Patrol Units. It shall not be assigned for use in the Central Terminal Area.

##### 2. Mobile Command Post.

The Mobile Command Post shall be placed in use upon the discretion of the Watch Commander and may be dispatched to any unusual occurrence, special event or emergency situation.

#### 12/4.2 Use of Mobile Command Post

The Mobile Command Post may be requested by:

- Any field supervisor in the event of a major incident or unusual occurrence;
- The Officer-In-Charge of the Dignitary Protection Unit for Dignitary Protection Details;
- Any member of the Command Staff;
- The Chief of Airport Police.

##### A. Procedures for Use

##### 1. Transporting Mobile Command Post to Staging Area

Whenever the mobile command post is to be used, or is requested by an Incident Commander, an officer trained in the proper use of the mobile command post shall be assigned by either the requesting supervisor, section head or the Watch Commander to transport the mobile command post to the designated staging area. A second officer or a field supervisor may be assigned to assist in transportation, at the requesting supervisor or Watch Commander's discretion.

After obtaining the mobile command post key from the Watch Commander, the assigned driver shall follow the Command Post Checklist.

##### 2. On Arrival at Staging Site - Set up Procedures

The supervisor requesting the mobile command post, or supervisor assigned to set up the mobile command post, shall choose a site close enough to the incident or special event for effective communications but far enough to ensure the safety of the command post personnel. Use of structures should be considered to minimize injury in case of weapons fire or explosions. In all cases, the command post should be parked facing away from the incident in case an immediate drive-away evacuation of the command post from the location is necessary.

- a. Cones shall be obtained from Field Maintenance and set up on all four corners of the mobile command post for safety purposes. If necessary, police line tape shall be placed around the command post as a perimeter control guide.
- b. The command post steps shall be deployed.

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- c. If the mobile command post is located on an uneven surface, the hydraulic jacks shall be used to correct the balance.
- d. During the setup, the supervisor shall check with the driver to ensure the fuel level is adequate. If, during the operation of the command post, the driver determines that the command post needs refueling, Field Maintenance shall be contacted and arrangements made to refuel the command post on site.
3. Personnel Assignments - Mobile Command Post
- Note: It is not recommended that the Incident Commander be in charge of the Mobile Command Post during an operation. The supervisor in charge of the Mobile Command Post, if not the Incident Commander, shall report directly to the Incident Commander or his staff**
- Depending on the type of incident occurring, the supervisor in charge of the Mobile Command Post shall assign officers or request Communications personnel to assist in the following positions:
- a. Command Post Incident Scribe
- This assignment shall be given to the driver upon arrival to the staging area. The scribe shall maintain a written chronological log, on a Special Events Log, of:
- Anyone entering the mobile command post;
  - Any significant event which occurs pertaining to the incident; and,
  - Securing time of the incident.
- Note - The Special Events Log shall not be used in lieu of any required reports (i.e. - Sabotage Report).**
- b. Two Communications Operators (Optional)
- There are two communications positions in the mobile command post. These positions may be assigned to either sworn officers or civilian Communications Operators, depending on the incident or event.
- Position 1 - Operations Dispatcher
  - Personnel assigned as Operations Dispatcher shall:
    - Monitor the LAWA frequency assigned to the incident;
    - Monitor the MDS for messages pertaining to the incident;
    - Monitor the primary Tower frequency;
    - Coordinate communications between Command Post personnel and assigned officers and supervisors;
  - Position 2 - Assistant Operations Dispatcher
- Personnel assigned as Assistant Operations Dispatcher shall:
- Monitor LAWA Police Tac-1 frequency throughout the event;
  - Monitor LAPD's or other responding agencies frequency;
- Monitor the Marine band frequency;
  - Monitor Tower frequency in cases where airline ground frequencies need to be monitored and act as a secondary/backup Tower frequency position.
- c. ARES/RACES Radio Operator (Optional)
- If a disaster of such magnitude occurs that disrupts normal telephone and/or radio communications in the County of Los Angeles or the State of California, or an event which, in the opinion of the Incident Commander warrants radio assistance from other than the LAWA Police's Communications Section, the Incident Commander, Watch Commander, Command Staff, or the Chief of Airport Police may authorize the use of members of the LAWA Police volunteer ARES/RACES organization (Radio Operators) to assist with Radio operations in the mobile command post. In this case, the Emergency Communications Coordinator shall be contacted, who shall request an operator to respond to the LAWA Police station. The LAWA Police shall provide transportation for the assigned operator to the command post site.
- Note: The Emergency Communications Coordinator's number shall be located in the Watch Commander's Office.**
- The ARES/RACES Radio Operator's station is located directly to the rear of the passenger seat.
- d. Command Post Security Unit (Optional)
- This unit shall be comprised of sworn officers, under the direction of a senior officer.
- Note: The number of officers to be assigned to this unit shall be determined by the size and location of the staging area (including additional vehicles, equipment, etc.) located in the staging area.**
- The Security Unit shall:
- Provide necessary security for the staging area to safeguard equipment and personnel;
  - Provide escorts for dignitaries and others admitted to the Mobile Command Post; and,
  - Deny unauthorized personnel entry into the mobile command post during its operation.
- Note - The supervisor assigned to the command post should request the Watch Commander contact Media Relations to coordinate any news conference locations to ensure the location is not near the command post and does not hamper command post operations.**
4. After Incident Procedures
- a. When the incident/special event is secured, before leaving the scene, the driver shall:
- Check to ensure the hydraulic jacks are retracted;
  - Secure the front and rear steps;
  - Complete the Special Events Log and submit the log to the supervisor in charge of the incident;
  - Ensure all cones or any other equipment to be returned to the command post is accounted for.

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**Note- Whenever the Mobile Command Post is activated during the weekend, the driver shall ensure that the command post is refueled and supplies replenished, if possible.**

b. On arrival to the LAWA Police Station, the command post shall be backed into the designated stall, for LAWA/LAX facing northbound towards 96th Street. The driver shall follow the Command Post Checklist, and:

- Complete the Mobile Command Post Log;
- Close and secure the door, and return the command post key to the Watch Commander's Office.

B. Mobile Command Post Driver List

APOC shall be responsible for training officers and supervisors in the use of the mobile command post on each watch. A list of trained officers shall be generated and a copy of this list shall be maintained in the Watch Commander's office.

C. Mobile Command Post Maintenance

The Operations and Materials Unit or other assigned personnel shall be responsible for checking the mobile command post periodically, Monday through Friday, to:

1. Ensure that the engine, electrical system, generators, and communications equipment (MDT, radios, cellular phones, etc.) are operational;
2. Check the fuel, water, and battery levels;
3. Replenish Command Post supplies; and,
4. Maintain overall cleanliness.

### 12/4.3 Electric Personal Assistive Mobility Devices (EPAMD) Program

A. Policy

The policy of the Los Angeles World Airports Police is to provide rapid response to all service calls, especially in light of increased terrorist threats. Electric Personal Assistive Mobility Devices (EPAMD) reduce response times for foot patrol officers assigned to cover large terminal areas. EPAMD-equipped patrol officers will reduce the opportunity for criminal activity in and around the airport, maintain high visibility while actively patrolling the airport, and improve service call response times.

B. Procedures

1. Authorized EPAMD

- a. The only authorized EPAMD is the Segway PT.
- b. Only Department-owned EPAMD's will be utilized for on-duty use. Operating a personal or privately owned EPAMD while on duty is prohibited.

2. Additional Authorized EPAMD Equipment

- a. The EPAMD will be equipped with the following accessories:

(1) **Pedestrian beeper** - The pedestrian beeper will be utilized as needed in crowded settings to warn airport patrons of the officers' presence;

(2) **Police cargo bag** - The police cargo bag may be utilized as a storage area for police citations and supplies; and,

(3) **A headlamp** - The headlamp shall be used in low light settings for the safety of the officer and to increase the visibility of the rider.

**Note: No additional accessories may be affixed to the EPAMD without the approval of the Patrol Services Section Commanding Officer.**

b. The words "AIRPORT POLICE" will be labeled on the EPAMD fenders in order to clearly identify it as police equipment. In addition, an Airport Police patch will be affixed to the front side of the cargo bag.

3. EPAMD Storage

a. When not in use, EPAMD's shall be stored in the LAWA Police 96<sup>th</sup> Street Station.

b. EPAMD keys shall be kept in the Watch Commander's office or in the operator's pockets. Keys shall never be stored in the unit. If keys are taken home by mistake, the keys must be immediately returned.

4. Maintenance and Damage

a. All EPAMD requiring maintenance shall be picked up by Field Maintenance from the 96<sup>th</sup> Street Station. Maintenance shall be performed by manufacturer-trained City mechanics.

**Note: No LAWA Police personnel shall attempt any repair or maintenance not covered in his or her training session.**

b. All damage shall be documented on the Segway PT Damage Log. The logs shall be kept in the Vehicle Damage Log, which is stored in the Watch Commander's Office.

**Note - Refer to Part F.1.c for damage reporting procedures.**

c. An audit of all EPAMD's shall be conducted monthly by the EPAMD Coordinator to ensure proper maintenance and damage repair of City-owned EPAMD's.

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5. Training
- a. Requesting EPAMD Training
- Uniformed personnel who wish to take EPAMD Training shall contact the Training Unit Administrative staff, who will process the request.
- b. Training Requirement
- Only LAWA Police personnel who have successfully completed the 8-hour training course, administered by Segway-certified instructors, may use the EPAMD. Personnel who have successfully completed training shall receive a Training Completion Certificate.
- c. Refresher and Remediation Training
- Employees using the EPAMD shall complete a four hour refresher course every two (2) years, or as necessary, to maintain reasonable operational proficiency and deployment availability, as determined by the Patrol Services Section Commanding Officer.
- Exception: Any employee who has a collision or a slip and fall while utilizing the EPAMD shall complete remediation training if the employee wishes to continue using the EPAMD for duty use.**
- LAWA Police personnel assigned to use an EPAMD must meet the manufacturer's weight restrictions.
- Note: See Section F.4.c. below for manufacturer's weight restrictions.**
6. Duties and Responsibilities
- a. EPAMD-Equipped Officer - Duties and Responsibilities
- EPAMD-Equipped officers shall be responsible for:
- (1) Inspecting their assigned EPAMD at the beginning of each watch. This inspection shall include a check for damage, cleanliness, tire wear, accessories, battery-life, and keys. This inspection shall be documented on the officer's DFAR, as well as the EPAMD shop number.
- (2) Reporting any EPAMD malfunction or abnormal condition to their immediate supervisor. Any EPAMD that is functioning in an unsafe manner or in need of repair/maintenance shall be red-tagged and placed out-of-service. The officer shall notify both the Watch Commander and Operations and Materials Unit.
- (3) Promptly reporting any damage to their assigned EPAMD to their immediate supervisor. The supervisor shall inspect the damage and check the Segway PT Damage Log to ascertain whether the damage had previously been reported. If the damage had not been reported, the supervisor shall document the damage on the Damage Log.
- Note - All unreported damage shall be investigated by the involved supervisor as outlined in Section 16/4.9 - Lost or Damaged Department Equipment.**
- Note: A Traffic Collision Report (see Section 12/6 for traffic collision reporting procedures) is required if a motor vehicle strikes an EPAMD (or vice versa) causing damage or injury. The Traffic Collision Report shall list the EPAMD-equipped officer as a Pedestrian.**
- (4) Reporting any observed misuse of an EPAMD to their immediate supervisor as soon as practicable.
- (5) Recharging the EPAMD when not in operation.
- Note: EPAMD's shall never be recharged in any restrictive/secluded area that could promote theft of the EPAMD.**
- b. Watch Commander
- The Watch Commander shall be responsible for:
- (1) Ensuring that only trained personnel operate department EPAMDs and that personnel proficiency levels are maintained through continual re-certification, if needed.
- (2) Assigning EPAMD-trained officers primarily, but not exclusively, to foot beat officer positions.
- (3) Assigning EPAMD-equipped officers to special events, in coordination with the Patrol Services Section Commanding Officer.
- c. Logistics Unit - Duties and Responsibilities
- Logistics Unit shall be responsible for contacting Field Maintenance to pick up any red-tagged EPAMD's for maintenance and/or repair.
- d. Uniforms and Personal Equipment
- (1) EPAMD-equipped officers shall follow uniform specifications as outlined in Section 6/1.3.
- (2) Headgear shall be the issued Bike Patrol Helmets.
- (3) EPAMD-equipped officers may carry any equipment required for their assignment. However, the manufacturer recommends that operators meet a minimum weight requirement of 100 lbs. and a maximum payload weight limit of 260 lbs.
7. EPAMD Operation Guidelines and Restrictions
- a. The EPAMD operator shall maintain complete control of the EPAMD at all times.
- b. Department-owned EPAMD's will be utilized for on-duty use only. Personal use of EPAMDs is strictly prohibited.
- c. Helmets shall be worn at all times while operating the EPAMD.
- d. Operation of EPAMD's shall conform to training standards.
- e. Passengers are prohibited on EPAMD's.

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- f. Operating an EPAMD while fatigued is prohibited.
- g. Horseplay, drag racing and reckless maneuvers are strictly prohibited during operation of the EPAMD.
- h. Ramming is prohibited for EPAMD's.
- i. Operating an EPAMD while using a cell phone is prohibited.
- j. The use of any tobacco products while operating an EPAMD is prohibited.
- k. Operating an EPAMD while under the influence of alcohol, illegal drugs, or any prescription medication that causes drowsiness is prohibited.
- l. Eating/consuming food or beverages while operating a moving EPAMD is prohibited.
- m. Discharging a firearm from a moving EPAMD is prohibited.
- n. Driving an EPAMD up or down an escalator is prohibited. However, if airport elevators are out-of-service, EPAMD's shall be used on stairs or escalators in the power-assist mode. Operator shall dismount from the EPAMD while the power-assist mode is being used.
- o. While operating an EPAMD, keys shall be stored on the operator, not in the cargo bag.
- p. Non-LAWA police personnel are prohibited from using department EPAMD's, unless the Chief of Airport Police, the Patrol Services Section Commanding Officer or their designee grants approval.
- q. Operating EPAMD's on a hazardous surface is prohibited (i.e. - Mud, oil spills, fuel spills, etc). Operation in normal rainfall is permissible. However, operation in standing water in excess of one inch is prohibited.
- r. EPAMD's may be used to patrol baggage makeup rooms and interstitial areas of the terminals.
- s. EPAMD's may be used to respond to ACAM alarms field-side under the following conditions:
  - (1) The EPAMD operator remains no more than 8 - 10 feet away from the terminal building; and,
  - (2) The EPAMD operator determines that no dangerous conditions (i.e. - fog or other hazardous atmospheric conditions, other vehicles, etc.) exist en-route to the alarm response.
- t. Operating an EPAMD at night or in low visibility conditions field-side is discouraged.
- u. Operating an EPAMD on the Air Operations Area, including service roads that are not adjacent to a terminal structure, or more than 8 - 10 feet away from a terminal building, is prohibited.

### 8. Failure to Comply with Policies

Failure to adhere to any portion of the above stated policies may result in disciplinary action.

## 12/5 Vehicular Pursuit Policy

### 12/5.1 Information

The following Vehicular Pursuit Policy has been established to provide a greater degree of personal safety to LAWA Police personnel and the general public. As with any law enforcement activity, the protection of life is of paramount importance and must be considered above all else during any police action. Experience has shown that vehicular pursuits tend to escalate in scope and provide great danger to all concerned. These guidelines have been formulated to minimize the involved risk while enhancing effectiveness.

There are probably few situations that demand the exercise of a greater degree of skill, common sense and sound judgment than vehicular pursuits. Officers must not only consider the limitations set forth in Section 21056 of the California Vehicle Code, relating to an officer's legal responsibilities during a vehicular pursuit, but must also be cognizant of, and conform to, the guidelines established by this policy. Officers must also continuously weigh the gravity of the offense against potential dangers they may pose to themselves and others if they elect to initiate or continue pursuits. Officers must effectively perform in an atmosphere wherein far-reaching consequences may hinge upon the soundness of split-second decisions.

The major objective of the LAWA Police, in establishing this policy, is the protection of life and property. This Vehicular Pursuit Policy sets forth procedures to minimize the potential for injuries and deaths to LAWA Police Officers and others as a result of vehicular pursuits.

This policy is an internal administrative guide for decision-making before the fact and a standard for administrative judgment of the propriety of the action taken.

### Definition

A vehicular pursuit for the purposes of this policy shall be the sustained use of an emergency vehicle with red lights and siren activated to stop a suspect. The brief use of the red lights and/or siren to effect a routine traffic stop shall not constitute a vehicular pursuit.

### 12/5.2 Procedures

#### A. Driver Responsibility

Section 21055 of the California Vehicle Code (C.V.C.) exempts authorized emergency vehicles from the "Rules of the Road" as specified in Chapters 2 through 10 of Division 11 of the CVC, **provided that the red light and siren of the emergency vehicle are activated.**

Section 21056 C.V.C., however, specifies that this exemption ... "does not relieve the driver from the duty to drive with due regard for the safety of all persons using the highway, nor does it protect him from the consequences of an arbitrary exercise of the privileges granted in that section (C.V.C § 21055)".

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- B. Initiation/Abandonment of a Vehicular Pursuit
1. Initiation
- Vehicular pursuits shall only be initiated when the officer has reasonable suspicion to believe that a suspect has committed a serious misdemeanor or felony, where the suspect's actions present a serious threat to public safety, or when the vehicle fails to stop at an Operation Safe Entry vehicle checkpoint (refer to Section 8/9.17.G).
- Pursuits shall not be initiated when the only violation is a traffic infraction or low grade misdemeanor, and there is no reasonable suspicion a more serious crime is involved or public safety is threatened. In order to diminish the possibility of a pursuit, officers intending to stop vehicles shall, when practical, be within close proximity to the vehicle before activating red lights and attempting the stop.
- Unmarked units shall not initiate or join in a vehicular pursuit. However, they may become involved in emergency activities involving serious crimes or life endangering situations. In those instances it may be necessary to follow a suspect vehicle until a black and white unit with emergency equipment arrives and initiates appropriate action.
- In the event a pursuit is initiated by an officer on a motorcycle or in a marked or unmarked vehicle without external roof-mounted emergency lights, the pursuing officer shall relinquish the role as the primary unit when a four-wheeled, black and white unit equipped with external roof-mounted emergency lights has joined the pursuit.
- Absent exigent circumstances, officers on a motorcycle or in a marked or unmarked vehicle without external roof-mounted emergency lights shall not become a secondary unit and will discontinue being a part of the pursuit after they become aware of the arrival of a secondary four-wheeled, black and white unit equipped with external roof-mounted emergency lights.
- An officer initiating a vehicular pursuit shall immediately notify Communications Section. The Communications Operator shall immediately notify the Watch Commander, or if unable to contact the Watch Commander, the first available supervisor. The Watch Commander/Supervisor shall weigh the circumstances of the vehicular pursuit according to the criteria set forth in this policy (Refer to Section 12/6.2, Subsection C.4) and either authorize or cancel the continuation of the pursuit.
2. Abandonment of the Pursuit
- All officers involved in vehicular pursuits shall be held accountable for the initiation and continuation of a pursuit when circumstances indicate it should have been abandoned. Since the driver officer is usually concentrating on the safe operation of the police vehicle, the passenger officer, when present, is particularly responsible for advising the driver when he/she believes the pursuit is exceeding reasonable limits.
3. Initiation/Continuation/ Abandonment Factors
- Officers involved in a pursuit shall continuously assess whether the seriousness of the initial violation and any subsequent conduct reasonably warrants continuation of the pursuit.
- The following factors are to be considered when assessing whether to initiate or continue a vehicular pursuit:
- a. Whether there is an unreasonable risk of injury to the public or to the pursuing officers;
  - b. Whether vehicular and/or pedestrian traffic safety is unreasonably compromised;
  - c. Whether the suspect(s) can be apprehended at a later time;
  - d. Whether environmental conditions (i.e. - rain, fog, day, night, etc.) create an unreasonable risk of injury to the public or the pursuing officers;
  - e. The seriousness of the crime and its relationship to community and aviation safety;
  - f. The traffic conditions, i.e. -
    - Volume of vehicular traffic;
    - Volume of pedestrian traffic;
    - Road conditions;
    - Nature of the area of the pursuit: residential, commercial, Air Operations Area or Air Operations Area.
  - g. Whether the lack or quality of communication between the primary unit and the dispatcher or supervisor causes an unreasonable risk of injury to the officer or public;
  - h. The familiarity of the primary pursuing unit with the area;
  - i. Whether vehicular and/or pedestrian traffic is unreasonably compromised because of the lack of proper performance capability of the primary unit's vehicle;
  - j. Whether an approved tire deflation device is available, likely to be effective, and can be safely deployed;
  - k. Whether the pursued vehicle is on the Air Operations Area; and,
  - l. Any other circumstances of which the officer becomes aware at the initiation of or during the course of the pursuit.
- C. Control of the Pursuit
1. Number of Police Units Participating
    - a. The initial pursuing police unit (primary unit) and the back-up police unit (secondary unit) shall be the only units to pursue the suspect vehicle "Code 3" (red lights and siren). All other units shall stay clear of the pursuit, but remain alert to its progress and location. (See Section 12/6.2, Subsection C.1.c).

Exception: If a decision is made to employ the Pursuit Intervention Technique (refer to Section 12/5.2.F.2), one additional unit shall be assigned to join the pursuit.

**Note: Whenever possible, a pursuit unit should be a two-officer unit. Tactically, two officers (driver and passenger) are better able to evaluate and control activities in a pursuit.**
  - b. If the unit initiating the pursuit cannot continue as the primary unit, the secondary unit shall become the primary unit (if tactically feasible, the closest other available unit shall become the secondary unit).

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- c. The senior officer of the primary unit, to ensure public safety, may request additional units to assist in the apprehension of the suspect(s).
2. Primary Unit Responsibilities
- The first responsibility of the primary unit is the apprehension of the suspect(s) without unnecessarily endangering themselves or others. Unless relieved by a supervisor, the driver, or the senior officer in a two-person unit, shall be responsible for controlling the pursuit tactics. The tactics to be considered include:
- a. Whether to initiate a pursuit;
- b. Whether more than two units should join the pursuit; and,
- c. Whether the pursuit should be abandoned.
3. Secondary Unit Responsibilities
- The secondary unit, upon joining the pursuit, shall immediately notify the dispatcher that there are two units in the pursuit. No additional units shall become involved in the pursuit, unless they are specifically requested by the primary unit and assigned by the dispatcher. The secondary unit shall be responsible for backing up the primary unit and broadcasting pertinent information at the termination of the pursuit.
- Note: Whenever possible, an on-duty Canine unit will be contacted by the Communications dispatcher and assigned as the secondary unit.**
4. Assigned Supervisory Responsibilities
- Once a supervisor is assigned to a pursuit by Communications, he/she shall respond immediately and upon arrival declare themselves as Incident Commander via broadcast to Communications Unit. As Incident Commander, he/she shall be responsible for the management and control of the pursuit and post incident management.
- The Incident Commander shall monitor the pursuit and continuously assess the situation and ensure that the pursuit is conducted within LAWA Police guidelines. If necessary, the concerned supervisor shall assert control by directing specific units out of the pursuit, reassigning the primary or secondary units, requesting an available helicopter to take over as the primary pursuing unit, or ordering the abandonment of the pursuit. Code Three vehicle operation is authorized for the supervisor, at the supervisor's discretion, to properly monitor and direct the pursuit.
5. Watch Commander's Responsibilities
- The Watch Commander has the authority to assume incident command or transfer command of a pursuit at any time. If the Watch Commander transfers command of the pursuit (i.e. - to the law enforcement agency with Jurisdictional Authority, the California Highway Patrol, etc.) he/she shall immediately notify Communications Unit, other involved units, and any on-scene air support unit of the transfer of command. If the Watch Commander assumes incident command, he/she shall immediately notify Communications Unit and the involved supervisor of his/her assumption of command. The involved supervisor and all concerned units shall be guided by the Incident Commander's direction.
6. Relinquishment of Pursuit to the Law Enforcement agency with Jurisdictional Authority
- In any vehicular pursuit the law enforcement agency with jurisdictional authority shall be contacted by Communications. Except for pursuits occurring on the AOA, Communications shall request the law enforcement agency with jurisdictional authority to assume control of the pursuit.
- When pursuing units observe the law enforcement agency with jurisdictional authority in the vicinity of the pursuit, the primary unit shall contact Communications and inquire whether the law enforcement agency with jurisdictional authority are ready to take over the pursuit. When Communications receives confirmation the law enforcement agency with jurisdictional authority are assuming responsibility for the pursuit, Communications shall so advise the primary unit. The primary unit shall relinquish control of the pursuit to the law enforcement agency with jurisdictional authority. The primary and secondary units, and the assigned supervisor, shall monitor and follow the pursuit Code 2 (as defined in Section 13/1.2.D.9) to the termination point to resume control of the situation.
6. Relinquishment of Pursuit to the California Highway Patrol
- Due to geographic, communications and support considerations it may not be practical for LAWA Police Units to continue a pursuit when the pursued vehicle enters a freeway. Therefore, in any instance where a vehicular pursuit enters a freeway, the California Highway Patrol (CHP) shall be contacted by Communications and requested to assume control of the pursuit.
- When pursuing units observe CHP units in the vicinity of the pursuit, the primary unit shall contact Communications and inquire whether CHP units are ready to take over the pursuit. When Communications receives confirmation CHP units are assuming responsibility for the pursuit, Communications shall contact the primary unit. The primary unit shall relinquish control of the pursuit to CHP. The primary and secondary units, and the assigned supervisor, shall monitor and follow the pursuit Code 2 to the termination point to resume control of the situation.
- Note: See Section 12/6.2, Subsection E.4 - Driving the wrong way on a freeway.**
- D. Radio Procedures
1. Primary Unit Responsibilities
- The primary unit shall broadcast that an officer is in pursuit, the location and direction of travel, a description of vehicle and suspect(s) and the reason for the pursuit. The primary unit shall continue to update the dispatcher of location, direction of travel and any other pertinent information, as the pursuit progresses.
- Note - Any unit having pertinent information regarding the vehicular pursuit may advise Communications Section.**
2. Communications Operator (Dispatcher) Responsibilities
- The dispatcher, upon notification of the pursuit by the primary unit, shall immediately clear the frequency. The dispatcher shall assign the closest available unit to be the secondary unit and shall continually rebroadcast the primary unit's pursuit updates.

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Communications shall also contact the law enforcement agency with jurisdictional authority and inform them of the pursuit, direction of travel, suspect vehicle information, etc., and request both ground unit and air support assistance.

Communications shall notify Airfield Operations whenever a pursuit has entered the Air Operations Area.

Communications shall ensure that notifications are made to all concerned outside agencies, and coordinate all communications relays between the pursuing units and assisting units from other agencies.

### E. Pursuit Driving Tactics

1. Units paralleling a pursuit, but not directly involved as the primary or secondary unit, shall not exceed procedures for "Code 2" driving (i.e. - Follow all rules of the road), and shall not join or participate in the pursuit unless requested to do so by the primary unit or a supervisor (Refer to Section 12/6.2, Subsection C, 1.a to 1.c).
2. There shall be no caravanning (a group of vehicles travelling together in a file) by field units, either paralleling the pursuit or attempting to join the pursuit. Units shall not pass other units engaged in a pursuit-related activity unless requested by the officers of that unit.
3. Tactics employed to stop the pursued suspect(s) such as boxing in, heading off, ramming, or driving alongside the pursued vehicle are strongly discouraged. These tactics are extremely hazardous and should only be considered in rare instances in order to save a life. Prior to using these tactics, other less hazardous tactics (i.e. - deployment of an approved tire deflation device) shall be considered.
4. As a general policy, officers shall not pursue a vehicle the wrong way on a freeway. In the event that the vehicle being pursued enters the freeway the wrong way, the following options shall be considered:
  - a. Request the assistance of an air unit to assist and coordinate field activities;
  - b. Maintain visual contact with the suspect vehicle by paralleling it on the appropriate side of the freeway;
  - c. Request other units observe exits available to the suspect vehicle, considering direction of travel;
  - d. Notify the California Highway Patrol and other concerned police agencies.

### F. Vehicle Intervention Technique

Officers should obtain supervisory approval prior to employing a Vehicular Intervention Technique (VIT). In rare instances where exigent circumstances exist that require immediate action and preclude officers from seeking prior supervisor approval, a VIT may be employed. The Incident Commander or the driver of the primary unit may authorize a pursuit's termination by employing a VIT. The decision to employ a VIT shall be based on careful consideration of the situation, while maintaining a significant regard for public or officer safety.

A VIT may be employed when the officer believes that the continued movement of the vehicle would place persons in imminent danger of great bodily harm or

death and/or the risk of harm to persons outweighs any risks created by the application of a VIT.

Only officers who have successfully completed Department approved training are authorized to employ these methods.

Currently the Department has authorized the following Vehicle Intervention Techniques:

#### 1. Use of Approved Tire Deflation Device

Whenever a vehicular pursuit is initiated by a LAWA Police unit, a determination shall be made by the supervisor in charge whether or not to attempt deployment of a tire deflation device to end the pursuit.

- a) The supervisor should consider the type of vehicle being pursued, road and weather conditions, location, and overall safety of officers and the public.
- b) Tire deflation devices shall not be used when the pursuit involves motorcycles, three-wheeled vehicles, all-terrain vehicles, vehicles transporting hazardous materials, passenger or school buses, vehicles towing trailers, or large semi-truck/trailer combinations.
- c) Tire deflation devices normally should not be deployed for a pursued vehicle traveling at speeds in excess of 65 mph.
- d) Absent exigent circumstances, the tire deflation device should generally not be used in adverse terrain or where geographic configurations increase the risk of injury to suspect (e.g., on roadways bounded by steep descending embankments, curves, etc.), or at any location where safety of proceeding or opposing traffic cannot be assured.
- e) If the tire deflation device is to be deployed:
  - (1) A unit equipped with an approved tire deflation device shall respond to a location in front of the pursuit. A second unit should be assigned to respond to assist with traffic control.
  - (2) The deploying officer shall:
    - (a) Park the patrol unit with all emergency lights activated facing the on-coming pursuit, angled slightly to narrow the roadway in order to force the suspect vehicle to drive over the tire deflation device;
    - (b) Vacate the patrol vehicle immediately upon deployment.
    - (c) Deploy the tire deflation device (Stop Sticks) in the black nylon sleeve with the cord reel attached to the sleeve end approximately 10 to 20 feet in front of the patrol vehicle;
  - (d) Inform the supervisor and pursuing units that the tire deflation device is deployed and location of deployment;

**Note: Disconnected Stop Sticks may be tossed in the path of a pursued vehicle when there is no time to deploy the sleeve.**

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(e) Immediately pull the sleeve out of the way of pursuing units after the suspect vehicle runs over the tire deflation device;

(f) Collect and retain the tire deflation device after use.

f. If another law enforcement agency, engaged in a vehicular pursuit within the LAWA Police patrol boundaries but outside the Air Operations Area, requests LAWA Police deploy a tire deflation device, a supervisor shall coordinate the deployment of the device and ensure constant communications with the other law enforcement agency's units to prevent an accidental deflation of the pursuing unit's tires.

**Note: The lead agency involved in the pursuit must request and approve deployment of the tire deflation device by LAWA Police.**

g. Reporting Procedures

(1) Normal Deployment

(a) The use or attempted use of the tire deflation device shall be documented in the supervisor's "Vehicle Pursuit Report" (Refer to Section 12/5.2.O).

(b) Any deployed tire deflation device, damaged or not, shall be given to the arresting officer and booked as evidence if the suspect is apprehended.

(c) The deploying officer shall forward a memo to Operations and Materials Unit, requesting that the deployed and/or damaged tire deflation device be replaced, indicating the unit shop number in the memo.

(2) Unintentional Tire Deflation

Whenever an unintentional tire deflation occurs as a direct result of the deployment of an approved tire deflation device, the deploying officer shall, in addition to the above reporting procedures:

(a) Obtain the driver's name, address, phone number, note any injuries to the driver or passengers, and any damage to the vehicle;

(b) Request the Airport contract tow respond to the location;

**Note: If the vehicle has two or more tires deflated, ask the driver if he/she wants the vehicle towed to the LAWA Police Impound lot until replacement tires can be obtained.**

(c) Complete an Employee's Report entitled "Unintentional Tire Deflation." The original report shall be attached to the Arrest Report, if applicable. A copy of this report shall be sent to Risk Management Division.

(d) Advise the driver that a claim for damages may be filed with the City of Los Angeles for reimbursement for expenses or losses incurred as a direct result of the unintentional tire deflation.

h. Storage

Three (3) Stop Sticks, pre-loaded in a black nylon sleeve, shall be placed in a trunk-mounted storage rack in each marked patrol unit.

2. Pursuit Intervention Technique (PIT)

The Pursuit Intervention Technique is designed to be executed by a pursuing police vehicle. The PIT is a technique in which the officer's vehicle makes contact with the rear quarter panel of the suspect's vehicle, causing it to rotate and come to a stop. If the technique is properly executed, damage to the officer's vehicle should be minor or negligible.

Only officers who have completed Department approved hands-on PIT training are authorized to employ the PIT.

**Note: A minimum of three (3) pursuing units are needed to execute the Pursuit Intervention technique.**

The location chosen to implement a PIT is of paramount importance. The area should be clear of pedestrians and other occupied vehicles and road conditions should be in good condition (e.g., free from loose gravel, significant road repair, etc.)

Unless exigent circumstances exist, the PIT should not be attempted when the following exists:

- a. The pursued vehicle is traveling in excess of 35mph;
- b. The size of the pursued vehicle is significantly heavier than the primary unit's police car (e.g., buses, motor homes, semi-trucks, dual-rear-wheeled pick-up trucks, etc.);
- c. The pursued vehicle is transporting hazardous material;
- d. Since employing the PIT will cause officers to be in close proximity to the suspect, a PIT should not be used on a suspect who is known to be armed; and,
- e. Any motorcycles, motor scooters or three-wheeled cycles.

**Note: When utilizing the PIT on the AOA, personnel should ensure the area is free from any obstacles (i.e., tire chocks, fags, fuelers, etc), other vehicles or aircraft (refer to section 12/5.I.4)**

G. Helicopter Assistance

In any pursuit, and especially in a hostage situation (Refer to Section 12/6.2, Subsection G), the use of an air unit is recommended.

1. Requests For Law Enforcement Agency With Jurisdictional Authority Air Support

Upon initiation of a vehicular pursuit, the dispatcher

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shall contact the law enforcement agency with jurisdictional authority to request an Air Support unit to assist in the pursuit.

**Note - It is imperative all officers understand that circumstances sometimes exist which either precludes an air unit from responding to a vehicular pursuit or cause an air unit to prematurely disengage. Inclement weather, terrain, air space restrictions and air traffic are factors which can affect an air unit's involvement in a pursuit situation.**

### 2. Communications Between Air Unit and Ground Units

- a. If Air Support assistance is available, Communications shall either relay information between the ground and air units or arrange for direct voice communication by telephone and/or radio link.

When communications are established between LAWA Police and the law enforcement agency with jurisdictional authority, the field supervisor shall confirm Air Support's participation in the pursuit.

- b. The law enforcement agency with jurisdictional authority Air Support unit shall be responsible for monitoring and broadcasting pursuit information and advising the concerned ground units of road hazards or any unsafe conditions. Overall control of the pursuit shall remain with the primary ground unit and the concerned supervisor.

- a. When the Air Support Unit advises the LAWA Police Field Supervisor it has established visual contact with the pursued vehicle, and believes it can best maintain visual contact and broadcast pursuit information, the LAWA Police Field Supervisor shall notify pursuing units of that fact. The senior officer of the primary unit shall determine whether to relinquish responsibility for broadcasting pursuit information to Air Support by notifying the dispatcher, unless in the senior officer's judgment the gravity of the offense and the surrounding terrain dictate that responsibility for broadcasting pursuit information and coordinating field activities should remain with the ground unit.

**Note: Upon the air support unit's arrival at the scene of a pursuit, the air support unit will assess the situation, advise the Incident Commander of the number of police units in the pursuit, and request if tracking should be initiated. Exigent circumstances may preclude tracking.**

- d. The dispatcher shall make every effort to ensure communication is maintained between Air Support and ground units. However, if communication is lost, ground units shall attempt to re-establish visual contact with the suspect and continue pursuit in accordance with this policy.

### 3. Tracking the Suspect Vehicle

The use of an air support unit to track a suspect vehicle is a valuable law enforcement tool intended to enhance public and officer safety by encouraging a fleeing suspect(s) to operate his/her vehicle responsibly and/or terminate the pursuit.

- a. If the circumstances of the pursuit indicate that apprehension of the pursued vehicle by the pursuing units appears unlikely (i.e. - suspect vehicle continuously increases distance between the ground units, or the suspect's vehicle is frequently out of sight of the ground units), the primary unit or a supervisor may direct the air unit to continue and track the pursued

vehicle.

- b. When the tracking of the pursued vehicle is assumed by the air unit, officers in the concerned ground units shall broadcast whatever information is necessary to assist the air unit. The primary and secondary ground units may proceed Code 3, if necessary, and should, if possible, follow the suspect vehicle at a distance which would allow them to apprehend the suspect(s) when the suspect vehicle has stopped and the suspect(s) has fled on foot.

- c. To assist the Incident Commander in controlling the pursuit, the air support unit shall:

- (1) Assume pursuit broadcast responsibilities during the tracking mode;
- (2) Advise the Incident Commander regarding suspect action applicable tactical considerations;
- (3) Identify all law enforcement vehicles involved in the pursuit and record the corresponding shop numbers (or vehicle descriptions when shop numbers are not available); and,
- (4) Respond, as practical, to any other requests from the Incident Commander.

- d. When tracking does not produce the desired result of slowing the suspect's driving or the suspect's driving actions are contributing to an increasingly hazardous situation, the Incident Commander, at his/her discretion may direct units to re-engage the suspect vehicle. Absent exigent circumstances, Incident Commander approval during the tracking mode is required by the primary and/or secondary unit to re-engage pursuit of the vehicle. Should the situation dictate the air support unit's discontinuance of the tracking mode (i.e. - visibility, restricted air space, aircraft mechanical issues, etc.), the air support unit shall notify Communications Unit and the Incident Commander of the circumstances.

### 4. Air Unit Disengagement

- a. The air unit shall continue to broadcast pursuit information and coordinate field activities until the suspects have been apprehended or until conditions (such as inclement weather, terrain, other air traffic, etc.) necessitate disengagement from the incident. Under those circumstances, the involved ground unit shall be advised by Communications to assume responsibility for broadcasting pursuit information and following the suspect vehicle.

- b. If ground units are not within visual contact and the air unit determines, in the interest of safety, that it can no longer continue to track the suspect vehicle, the air unit shall notify the dispatcher and the field supervisor that it can no longer track the suspect vehicle. The dispatcher shall confirm Air Support's discontinuation of tracking the suspect's vehicle and the field supervisor's acknowledgment.

### 5. Supervisory Assistance

- To assist the supervisor responsible for the control of the pursuit, the air unit shall:
- a. Identify all law enforcement vehicles involved in the pursuit and record the corresponding shop numbers (or vehicle descriptions when shop numbers are not available);
  - b. Respond, as practicable, to any other requests from the supervisor responsible for management control of the

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- pursuit.
- H. Hostage Involved Vehicle Pursuits
- The tactics of a pursuit in a hostage situation must be modified to place primary emphasis on the safety of the hostage(s). The involvement of a hostage in the pursuit magnifies the importance of the primary unit maintaining maximum control and ensuring that nonessential units do not become involved in the pursuit.
1. Initial Notification
- When an officer becomes aware that a hostage is, or may be, in a pursued vehicle, the officer shall immediately advise the dispatcher. All available information shall be reported, including a description of the hostage, manner of dress, and the exact location of the hostage(s) within the vehicle, if known.
2. The Dispatcher's Responsibilities
- The dispatcher shall immediately broadcast all hostage-related information. The fact that a hostage may be involved in a pursuit shall be periodically retransmitted during subsequent pursuit status broadcasts.
- In instances where the taking of a hostage has not been confirmed, the dispatcher shall attempt to obtain additional information from the original person reporting via landline.
- If a callback number is not available, or the person reporting cannot be contacted, the dispatcher shall assign a specific unit to respond to the scene of the initial hostage-taking occurrence to investigate, and determine whether a hostage was taken.
3. Primary Unit Responsibilities
- The primary unit shall broadcast all relevant information including a description of the hostage(s), manner of dress, and the exact location of the hostage(s) within the vehicle when known, suspect information, and if applicable, information regarding the suspect's weaponry.
- I. Vehicular Pursuits on the Air Operations Area (A.O.A.)
- Note: Whenever LAWA Police is notified that a vehicular pursuit is in progress within one (1) mile or less of the airport area or is approaching any LAWA airport, Communications Unit shall contact and advise the on-duty Airfield Operations Duty Superintendent of the pursuit.**
1. Emergency Road Blocks
- Whenever a vehicular pursuit appears to be approaching an Air Operations Area Access Post, a unit equipped with an approved tire deflation device shall respond to the Access Post and establish a road block, if possible. A second unit shall be assigned to respond to assist with the road block.
- a. All vehicular traffic, both entering and exiting, shall be halted or diverted.
- b. The Access Post shall be vacated when an emergency road block is established in front of the post. The Security Officer assigned to the Post shall contact his/her supervisor and advise him/her of the situation, and be directed to a safe location.
- c. The deploying officer shall:
- (1) Park the patrol unit with all emergency lights activated in front of the Access Post exit lane, blocking it in order to force the suspect vehicle to drive over the tire deflation device deployed across the entrance lane.
- (2) Vacate the patrol vehicle immediately upon deployment.
- (3) Deploy the tire deflation device (Stop Sticks) in the black nylon sleeve with the cord reel attached to the sleeve end approximately 10 to 20 feet in front of the entrance lane;
- (4) Inform the supervisor and pursuing units that the tire deflation device is deployed and location of deployment;
- (5) Immediately pull the sleeve out of the way of pursuing units after the suspect vehicle runs over the tire deflation device;
- (6) Collect and retain the tire deflation device after use.
- d. If a second unit arrives at the Access Post prior to the pursuit entering the AOA, the unit shall park and block the entrance lane to prevent the suspect vehicle from using that lane. The patrol vehicle shall be vacated immediately upon deployment.
- Upon the arrival of the second unit, the deploying officer shall remove the stop sticks from the entrance lane and redeploy them to block any possible vulnerable points to the roadblock.
2. Primary Unit Responsibilities
- When a vehicular pursuit enters the Air Operations Area, the primary unit shall:
- a. Contact the Airfield Operations Duty Superintendent and advise that a pursuit has entered the A.O.A., giving the location and direction of travel.
- The Airfield Operations Duty Superintendent shall contact the Tower on ground frequency to relay immediate safety concerns.
- b. Request additional units, if needed, to assist in containing the pursued vehicle.
- Note: The primary unit shall consider reducing speed and monitoring the pursued vehicle visually from a distance to ensure maximum safety of persons and equipment on the A.O.A. The primary pursuing unit shall make every reasonable effort to prevent a high-speed pursuit on the A.O.A.**
3. Supervisor's Responsibilities
- The supervisor assigned to monitor the pursuit shall:
- a. Coordinate with the Airfield Operations Duty Superintendent to ensure the safety of persons and property on the A.O.A. while the pursuit is in progress (i.e., runway and taxiway closures);
- b. The supervisor shall ensure that Airfield Operations is notified when a pursuit is in the immediate area of the AOA and has potential of entering the AOA or having any impact on aircraft operations;
- c. Coordinate additional responding units for tactical vehicular movements;
- d. Ensure Communications and Airfield Operations are

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- notified when the pursuit exits the A.O.A. or terminates on the A.O.A.
4. Tactical Considerations
- Officers involved in A.O.A. pursuits shall attempt to prevent the pursued vehicle from entering terminal ramp areas or colliding with aircraft.
- Tactics to consider for containment or termination of the pursuit include
- a. Boxing in of the pursued vehicle;
- b. Corraling the pursued vehicle to an isolated area of the A.O.A., into soft terrain, or out of the A.O.A.;
- c. Ramming the pursued vehicle to disable the vehicle.
- d. The Pursuit Intervention Technique (PIT)
- Officers shall not follow the pursued vehicle onto active Taxiways or Runways. Permission shall be requested from the Control Tower and confirmation received prior to any unit driving onto the runways. Prior to receiving permission, officers shall attempt to follow the pursued vehicle by driving parallel on the Service Roads.
5. Additional A.O.A. Pursuit Considerations
- Officers shall consider the additional hazards associated with driving on the Air Operations Area during a pursuit, including:
- a. Aircraft movement;
- b. Jet blast distances;
- c. Specialized vehicles, equipment and pedestrians;
- d. Damage or interference to navigational aids and lights;
- e. Air Operations Area terrain features (i.e. - dips, gullies, soft terrain, etc.)
6. Vehicle Intervention on the Air Operations Area
- Whenever an unauthorized vehicle gains access to the AOA, or whenever a Code Red broadcast is initiated by an Access Post SACU officer, Communications Unit shall follow procedures as outlined in Section 15/2.1.F.1.
- a. The assigned officer(s) shall contact Ops. 44 immediately and advise him/her of the AOA incursion.
- b. Air Traffic Control Tower (ATCT) personnel shall immediately be contacted whenever the unauthorized vehicle poses a direct threat to aircraft. This shall **only** be an advisement.
- c. The assigned supervisor shall evaluate the situation and determine the appropriate course of action. Factors to be considered may include, but are not limited to:
- (1) The time of the incursion;
- (2) Flight operation status (i.e. - Fueled aircraft with passengers taxiing and taking off in the area of the incursion **shall** constitute an immediate threat);
- (3) People or aircraft in immediate danger (i.e. - The suspect vehicle approaching fueled aircraft sitting at a gate or a busy hangar area with personnel in the area **shall** constitute an immediate threat);
- (4) Any crime committed by the suspect (i.e. - stolen vehicle, failure to stop, etc.);
- (5) The apparent intent of the suspect as determined by his/her actions prior to or during the incursion (A suspect who has stated his intent to damage aircraft or endanger flight operations and enters the AOA or enters the AOA and steers towards aircraft or fuel trucks constitutes an immediate threat. However, a driver who enters the AOA with no apparent intent to do damage and does not affect flight operations does not constitute an immediate threat).
- d. The assigned supervisor shall utilize personnel trained in intervention tactics if they are available and in a position to assist.
- e. Officers shall not utilize intervention tactics until authorized to do so by the assigned supervisor.
- Note: If the assigned supervisor is not on-scene and the suspect clearly poses an immediate threat to aircraft and/or personnel, officers shall immediately initiate intervention tactics.**
- f. Use of Force on the AOA
- Use of Force on the AOA shall follow established policy as outlined in Sections 7/1 and 7/4.
7. Assumption of Other Agency's Vehicular Pursuits That Enter the A.O.A.
- Whenever LAWA Police becomes aware that another law enforcement agency, involved in a vehicular pursuit, has entered the A.O.A., Communications shall:
- a. Immediately dispatch the closest available unit, one secondary unit and one supervisor to the vicinity, in addition to informing the Airfield Operations Duty Superintendent;
- b. Contact the involved law enforcement agency in pursuit if the agency has not contacted LAWA Police prior to entering the A.O.A.;
- c. Notify the agency involved in the pursuit to relinquish control of the pursuit to LAWA Police units;
- d. Once confirmation has been received that the agency has been notified to relinquish control of the pursuit to LAWA Police, Communications shall:
- Inform the responding units and supervisor of receipt of confirmation that the involved law enforcement agency has been advised to relinquish the pursuit to LAWA Police;
  - Verify when LAWA Police units are in position to take over the pursuit;
  - Confirm with the other law enforcement agency that LAWA Police will assume the pursuit.
- d. In cases where the agency involved in an A.O.A. pursuit refuses to relinquish control of the pursuit to LAWA Police, Communications shall inform the responding units and supervisor. The responding supervisor shall direct responding units to block off affected service roads, ramps, and/or other areas as needed while continually monitoring the progress of the pursuit.
- NOTE: LAWA Police units shall not join in a pursuit in progress on the Air Operations Area if the pursuit**

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**is not relinquished by the pursuing agency.**

**J. Loss of Pursued Vehicle**

When pursuing units lose contact with the suspect vehicle, the primary unit shall advise the dispatcher. The primary unit shall broadcast all relevant information and coordinate the search as needed. When an Air Support unit is assisting, descriptive and directional information shall be specifically broadcast to the concerned air unit.

**K. Pursuit Termination Procedures**

Safety is critical at the termination of a pursuit. At no time will the need for decisive action, self-control, and strict personal discipline be more essential. The responsibility for maintaining control and directing activities at the termination point of a vehicle pursuit must remain with the senior officer in the primary unit unless relieved by a supervisor. The secondary unit shall be responsible for backing up the primary unit and broadcasting pertinent information.

Unless otherwise requested, officers in all other units shall remain clear of the pursuit termination point, with the exception of available on-duty Canine Units who will respond to the termination point (refer to Section 9/2.5.D, assist in clearing the suspect vehicle and apprehending any outstanding suspect(s).

The dispatcher shall broadcast the location of the termination point of the vehicular pursuit and advise officers to switch to a designated tactical frequency. Units involved in the pursuit or assigned to assist shall temporarily switch their radios to the appropriate tactical frequency. The tactical frequency shall also be used to coordinate the search for any suspect(s) fleeing on foot.

**NOTE: Plainclothes personnel shall ensure that they are readily identifiable as police officers by affixing proper identification to their outer garments.**

**L. Supervisor's Responsibilities at the Termination of the Pursuit**

If a supervisor has not responded to a pursuit, the dispatcher shall assign a supervisor to respond to the termination point of the pursuit. The supervisor is responsible for controlling police action at the scene and ensuring adherence to departmental policies. The assigned supervisor shall maintain responsibility for the pursuit until dispositions are obtained for suspect(s), vehicles, and all reports are completed or signed. The supervisor shall submit a LAWA Police Vehicular Pursuit Report to the Watch Commander.

**M. Pursuits Initiated by Outside Agencies within LAWA Police Jurisdiction**

When a pursuit is initiated by a law enforcement agency of another jurisdiction, that jurisdiction shall be responsible for the progress of the pursuit. LAWA Police units shall not attempt to assist with the pursuit unless specifically requested to do so by the pursuing agency or unless it clearly demonstrates that a lone unit from an outside agency is unable to request LAWA Police assistance and the tactical situation demonstrates a need for backup from this Department.

In the event the pursuing jurisdiction requests the LAWA Police to assume responsibility for the pursuit, or due to circumstances as outlined above, assistance is offered to members of an outside police agency, the procedures established by this policy shall apply.

**N. Notification Required**

The Watch Commander shall provide the Chief of Airport Police, the Deputy Chief, the Assistant Chiefs, and the Commanding Officer, Patrol Services Section as soon as practical the following information:

1. Date and time of the pursuit;
2. Duration of the pursuit, and the starting and termination point of the pursuit;
3. Units and officers involved;
4. Initial reason for the pursuit;
5. Whether any traffic collision(s) occurred;
6. Medical treatment information and deaths, if any;
7. Name of the on-scene supervisor; and,
8. Other law enforcement agencies and personnel involved or notified.

**O. LAWA Police Vehicular Pursuit Report**

A LAWA Police Vehicular Pursuit Report shall be completed by the assigned supervisor. The report shall include the following information:

1. Additional units involved in the pursuit/following, including supervisors;
2. Initial reason for the pursuit, reasons for the continuation or abandonment of the pursuit;
3. Hostage information;
4. Disposition of pursuit, including suspect's name(s), booking or citation number and charge;
5. Traffic collision summary, if applicable, and D.R. number of the Traffic Collision Report;
6. Injuries;
7. Notifications made;
8. Supervisor's narrative of the pursuit including a detailed summary of the route of pursuit, and all pertinent information necessary for the review of the pursuit.
9. Pursuit Tactics;
10. Air Support Involvement;
11. Interviews of Involved Officer(s);
12. Supervisor's Insight;
13. Watch Commander's Insight.

**P. Distributing the Vehicular Pursuit Report**

The Vehicle Pursuit Report and any related reports shall be reviewed by the Watch Commander. The reports shall then be forwarded to the Chief of Airport Police and the concerned Commanding Officer of any officer(s) involved in the pursuit.

**Q. Vehicular Pursuit Review**

After reviewing the vehicular pursuit, the Chief of Airport

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Police may make recommendations, which may include the following actions:

1. Vehicular Pursuit within Policy - No action required;
  2. Improper Tactics or Vehicular Pursuit not within Policy - Forward to Investigation Unit for possible disciplinary action;
  3. Training Deficiencies - Forward to Training Unit for review.
- R. CHP Pursuit Report

Pursuant to California Vehicle Code Section 14602.1 (a), all state and local law enforcement agencies are required to submit a CHP Pursuit Report, Form 187 to the California Highway Patrol whenever a vehicular pursuit occurs.

1. Reporting Supervisor

Supervisors assigned to a vehicular pursuit and completing the Vehicular Pursuit Report, shall also complete a CHP Pursuit Report, Form 187. A copy of this report shall be included with any other forms forwarded to the Watch Commander for review and distribution. Distribution shall follow the same procedure outlined in Section 12/5.2.P.

2. Records Section

The original completed CHP Pursuit Report shall be forwarded to the Records Section, who shall forward this report to the California Highway Patrol.

- S. Annual Training

All sworn employees shall attend documented annual training on the vehicular pursuit policy.

- T. Written Certification

All sworn Airport Police employees shall certify, in writing, that they have received a copy of the vehicular pursuit policy and that they have read and understand the policy. This written certification shall be placed in the employee's Training file, which shall be retained by Training Unit.

### 12/6 Vehicle Safety Policy and Procedures: Vehicle Collision Review

#### 12/6.1 Policy

LAWA Police personnel are responsible for the safe operation of City vehicles used in the course of their duty. Traffic collisions or property damage involving City vehicles driven by on-duty LAWA Police personnel shall be tracked and reviewed by the involved employee's Sectional Commander and the Vehicle Safety Review Panel.

This policy shall also apply to employees with home-garaged vehicles while driving to or from home to a work or training site.

#### 12/6.2 Traffic Collisions Involving Police Division Vehicles or Employees

Any traffic collision involving a Division vehicle or involving any employee while acting within the scope of his/her duties, shall be reported to the Division by the employee operating the vehicle or otherwise involved. A supervisor shall be dispatched, whenever practicable, to the scene of each traffic collision which requires a traffic report.

#### 12/6.3 Supervisor's Responsibility - Traffic Collision Involving Division Vehicles

- A. The supervisor dispatched to the scene of a traffic collision shall conduct a personnel investigation to determine whether the employee involved was adhering to LAWA and Division rules, policies, and regulations involving personal conduct.
- B. The Watch Commander on-duty shall be notified by the supervisor investigating the collision of the circumstances of the collision and of the findings and action taken by the supervisor. The notification may be made by telephone and shall be made as soon as practicable following the completion of the investigation.
- C. After review and approval by the Watch Commander, the supervisor shall forward all reports connected to the traffic collision to the Chairperson, Vehicle Safety Review Panel.

#### 12/6.4 Supervisor's Responsibility - Traffic Collision Investigation Notification Involving Serious Bodily Injury, Death or Major Property Damage

When notified of a traffic collision involving serious bodily injury, death or major property damage, a sworn supervisor shall immediately respond to the scene, evaluate the circumstances of the incident, and:

- A. If the employee is hospitalized, ensure appropriate staff is assigned to the facility;
- B. Ensure proper notifications are made as outlined in Section 10/6.2.C;
- C. Liaison with the investigating agency to ensure a copy of the report is provided as soon as applicable;
- D. Ensure proper disposition of employee/city property is handled; and,
- E. Ensure all reports connected with the traffic collision are forwarded to the employee's commanding officer and the Vehicle Safety Review Panel chairperson as soon as practicable.

#### 12/6.5 Unassigned Division Vehicles Involved in Traffic Collisions

If an unassigned Division vehicle parked at a LAWA Police parking lot displays evidence of traffic collision damage which has not been reported, the Watch Commander on duty shall cause a traffic collision report to be completed.

#### 12/6.6 Employee-Involved Traffic Collisions - Administrative Review Process

- A. Vehicle Safety Review Panel
  1. A Vehicle Safety Review Panel will convene as needed to review all traffic collisions and recommend classification of the traffic collision. The Panel will also convene at the request of a Commanding Officer if major injuries or death occurred as a result of the collision.
  2. Traffic Collision Classifications

Traffic Collisions shall be classified as follows:

    - a. **Preventable Collision** - Any collision in which it is determined the driver failed to act reasonably or take reasonable precautions to prevent the collision.

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- b. **Justifiable Collision** - A traffic collision may be classified as preventable but justifiable under certain emergency conditions (i.e. Ramming, PITT maneuver, etc.) if the driver acted in a reasonable and prudent manner.
- c. **Non-Preventable Collision** - A collision in which it is determined the driver was reasonably unable to control the events preceding to and resulting in the collision.
3. The Vehicle Safety Review Panel shall consist of the following:
- a. Chairperson (Commercial Enforcement Unit Sergeant)
- NOTE: In the event the incident involves catastrophic injuries, or death, and upon completion of the Traffic Collision report mandated by Section 10/6.2.C, the Commanding Officer of CEU may request to have the Vehicle Safety Review Panel review the circumstances of the incident.**
- b. One sworn or civilian supervisor within the involved employee's chain of command (for officer involved - Sergeant; for Sergeant involved - Lieutenant; for Lieutenant involved - Captain, MAII,SR. COII, etc); and,
- c. One Peer employee (to be selected by the Chairperson).
- d. Additional Attendees
- (1) Employees involved in a traffic collision under review, either as participants or as witnesses, are ineligible to serve on the Vehicle Safety Review Panel.
- (2) Involved employees are not allowed to be present when the Panel Board considers its case.
- (3) Command staff is encouraged to attend these panel meetings as well.
4. Chairperson - Responsibilities
- The Chairperson of the Vehicle Safety Review Panel shall be responsible for:
- a. Collecting all traffic collision reports, generating an Accident History Report for the involved employees, and creating a Vehicle Safety Review Panel Package for each incident.
- b. Convening the Panel.
- c. Ensuring that each Panel member reads all reports related to the incident;
- d. Ensuring that the Panel discusses all elements of the incident, evaluates the traffic collision, and makes a recommendation for classification of the traffic collision;
- e. Completing the Vehicle Safety Review Panel Report, as well as written justification for the Panel's opinion, including any dissenting opinions by Panel members, in memo format; and,
- f. Forwarding the Vehicle Safety Review Panel Report package to the Assistant Chief, Office of Operations within 10 calendar days.
3. Vehicle Safety Review Panel - Responsibilities
- The Vehicle Safety Review Panel is responsible for:
- a. Reading all reports related to the traffic incident;
- b. Discussing all relevant information concerning the incident;
- c. Requesting additional information from any source; and,
- d. Making a recommendations for appropriate training/retraining to address any identified deficiencies as required.
4. Assistant Chief, Office of Operations
- The Assistant Chief, Office of Operations, shall determine the final classification.
- a. If it is determined that a traffic collision reviewed by the Vehicle Safety Review Panel was preventable, the package shall be forwarded to the involved employee's Commanding Officer, directing that a Personnel Complaint Form be generated. The completed Personnel Complaint Form shall be returned to the Assistant Chief, Office of Operations, for final approval.
- The Personnel Complaint Form and Vehicle Safety Review Panel Report package will be forwarded to Internal Affairs Unit and processed as outlined in Section 3/1.10.
- b. If the Assistant Chief, Office of Operations, disagrees with the classification, he/she shall attach a memo to the Vehicle Safety Review Panel Report package articulating the rationale. If the classification is changed to preventable, the Assistant Chief, Office of Operations, shall return the Vehicle Safety Review Panel Report package to the involved employee's Commanding Officer, who shall include the Assistant Chief's memo and generate a Personnel Complaint form. The Personnel Complaint form and Vehicle Safety Review Panel Report package will be forwarded to Internal Affairs Unit and processed as outlined in Section 3/1.10.

### 12/7 Emergency Vehicle Operations

#### 12/7.1 Information

The following Emergency Vehicle Operations Policy has been established to provide a greater degree of personal safety to LAWA Police personnel and the general public. As with any law enforcement activity, the protection of life is of paramount importance and must be considered above all else during any police action. Experience has shown that "Code Three" call response provides great danger to all concerned. These guidelines have been formulated to minimize the risk involved while enhancing effectiveness.

There are probably few situations that demand the exercise of a greater degree of skill, common sense and sound judgment than initiating or responding to a "Code Three" call. Officers must not only consider the limitations set forth in Section 21056 of the California Vehicle Code, relating to an officer's legal responsibilities during emergency vehicular operations, but must also be cognizant of, and conform to, the guidelines established by this policy. Officers must also continuously weigh the gravity of the offense against potential dangers they may pose to themselves and others if they elect to initiate a "Code Three" response. Officers must effectively perform in an atmosphere wherein far-reaching consequences may hinge upon the soundness of these split-second decisions.

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This Emergency Vehicle Operations Policy sets forth procedures to minimize the potential for injuries and deaths to LAWA Police Officers and others as a result of initiating or responding to a "Code Three" call.

This policy is an internal administrative guide for decision-making before the fact and a standard for administrative judgment of the propriety of the action taken.

Any radio or MDS dispatched call may justify a "Code Three" response if any one or more of the following elements are present:

- A. A serious public hazard;
- B. The preservation of life;
- C. A crime of violence in progress;
- D. An immediate pursuit;
- E. A unit at a scene requests another unit "Code Three."

The final decision for the use of "Code Three," other than in response to a directed radio call, shall be made by the vehicle operator.

### Definition

A "Code Three" call, for the purpose of this policy is an emergency call. It shall be answered immediately, but only in a manner which will enable the unit to reach the scene as quickly and safely as possible. Response to this call shall only be in a marked emergency vehicle with activated emergency equipment (both red lights and siren) in accordance with the provisions of Sections 21055 and 21056 of the California Vehicle Code.

### 12/7.2 Procedures

#### A. Driver Responsibility

Section 21055 of the California Vehicle Code (C.V.C.) exempts authorized emergency vehicles from the "Rules of the Road" (see note below) provided that the red light and siren of the emergency vehicle are activated. C.V.C. Section 21056, however, specifies that ***"Section 21055 does not relieve the driver from the duty to drive with due regard for the safety of all persons using the highway, nor protect him from the consequences of an arbitrary exercise of the privileges granted in that section."***

**Note: "Rules of the Road" include, but are not limited to stop lights/signs, speed, right-of-way, etc. These exceptions are specified in Chapters 2 through 10 of Division 11 and Article 3 and 4 of Chapter 5 of Division 16.5 of the California Vehicle Code.**

#### B. "Code Three" Radio Calls

A radio call accompanied by a "Code Three" designation is an emergency call. The red light and siren **shall** be used in accordance with the provisions of California Vehicle Code Sections 21055 and 21056.

The Watch Commander shall ensure that a Patrol Services Section supervisor assumes management control of all "Code Three" calls. The supervisor shall monitor the call, assess the situation, and ensure that the involved personnel initiating or responding to a "Code Three" radio call complies with the guidelines contained in this section.

#### C. "Code Three" Calls on the Air Operations Area (A.O.A.)

#### 1. Communications Section Responsibilities

When an LAWA Police Unit is assigned a "Code Three" call on the Air Operations Area, Communications shall:

- a. Simulcast the "Code Three" assignment on all four DOA frequencies;
- b. Ensure Operations 44 acknowledges the broadcast and request that the Tower be notified.

#### 2. A.O.A. "Code Three" Response Considerations

The assigned officer shall consider:

- a. Reducing speed to ensure maximum safety of persons and equipment on the A.O.A.
- b. Reduced hearing capability of other A.O.A. drivers due to ear protection devices.
- c. Additional hazards associated with driving on the Air Operations Area during an emergency response, including:
  - Aircraft movement;
  - Jet blast distances;
  - Specialized vehicles (i.e. fuel trucks), equipment and pedestrians;
  - Damage or interference to navigational aids and lights;
  - Air Operations Area terrain features (i.e. - dips, gullies, soft terrain, etc.).

#### 3. Crossing Taxiways/Runways While Responding To "Code Three" Call

Officers driving onto any active Taxiways shall continually monitor Tower Ground Control frequencies. LAWA Police vehicles not equipped with a Tower radio shall NOT attempt to operate on any active taxiways.

Officers shall request permission from the Tower prior to entering or crossing runway space. While waiting for clearance, the officer's vehicle shall be stopped clear of the runway. When cleared by the Tower to cross, officers are only cleared to cross the runway they requested to clear (i.e. If an officer only requests to cross 24 Left, the officer may not cross 24 Right unless requesting another clearance for 24 Right).

Prior to receiving permission, officers shall use the service roads.

#### D. Officer Initiated "Code Three" Response

An officer shall immediately broadcast his/her intention to "Proceed Code Three" when the decision is based on something other than a directed police radio call. The "Code Three" broadcast shall include the nature and location of the activity and, when known, the starting point, route of travel, and destination.

The Communications Operator shall immediately notify the Watch Commander, or if unable to contact the Watch Commander, the first available supervisor. The Watch Commander or responding Supervisor shall weigh the circumstances of the "Code Three" response according to the criteria set forth in this policy and either authorize or cancel the continuation of the "Code Three" response.

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An officer involved in an emergency response shall continuously assess whether the seriousness of the initial call and any subsequent conduct reasonably warrants continuation of the emergency response.

The following factors are to be considered when assessing whether to initiate or continue a "Code Three" response:

1. Whether there is an unreasonable risk of injury to the public or to the responding officer;
2. Whether vehicular and/or pedestrian traffic safety is unreasonably compromised;
3. Whether environmental conditions (i.e. - rain, fog, day, night, etc.) create an unreasonable risk of injury to the public or the responding officer;
4. The seriousness of the call and its relationship to community safety;
5. The traffic conditions, i.e. -
  - a. Volume of vehicular traffic;
  - b. Volume of pedestrian traffic;
  - c. Road conditions;
  - d. Nature of the area of the response: residential, commercial, rural or Air Operations Area.
6. Whether vehicular and/or pedestrian traffic is unreasonably compromised because of the lack of proper performance capability of the responding officer's vehicle.
7. Any other circumstances of which the officer becomes aware at the initiation of or during the course of the emergency response.
- E. Termination of "Code Three" Response

When the "Code Three" has been terminated, the officer shall notify Communications Section as soon as practicable.